PQS QUALIFICATION SHEET

LEADS Production Team Assistant (LPTA) Module

Name of Trainee	Qualification Start Date	Date Qualified for LPTA				

PQS Standard	Trainee (Signature)	PQS Qualifier (Signature)	Date
1. General			
2. LPT Phone Watch			
3. NALTS/CIRIMS Programs			
4. LPT Daily Required			
Actions			
5. LPT Weekly Required			
Actions			
6. LPT Monthly Required			
Actions			
7. Mail List Management			
8. Final Qualifications			

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1. General (COMNAVCRUITCOMINST 1140.3) a. Identify the LPT organization and functional responsibilities. b. Identify LPT required personnel billets. c. Explain the difference between Local LEADS and National LEADS. d. Identify and explain your current FY Advertising and direct mail schedule e. Identify and explain your current FY Advertising Plan and postal budget. f. Identify Recruiter LEAD follow-up procedures g. Complete Privacy Act training 101 & 103. 2. LPT Phone Watch (COMNAVCRUITCOMINST 1140.3) a. Explain how many phone lines are required in the LPT. c. Explain and demonstrate the use of a "Three-Party" conference call. d. Explain and demonstrate the ability to use the required LPT milisted/Officer Phone Scripts, and discuss which paragraphs must be recited verbatim. e. Explain and demonstrate effective basic objection handling techniques. 3. NALTS/CIRINS Program (COMNAVCRUITCOMINST 1140.3) a. Explain what the five modules consist of in the NALTS system and the LEADS Reporting Module within (ZINIS) main menu. b. Explain the function of each of				A						
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(1) Entering new LEADS									
(2) Disposition/Accession									
(3) Suppression handling									
(4) Overdue LEADS and New Working LEADS (CIRIMS)									
(5) Unassigned LEADS (CIRIMS)									
d. Explain NALTS Address/Territory maintenance under Administrative functions.									
e. Describe the main parts of the Ad Plan.									
f. Explain what a DEC is.									
g. Explain how to activate initiatives and update the Ad Plan in NALTS.									
h. Explain how tracking daily budget expenditures are accomplished in NALTS (advertising/postage).									
i. Describe the different NALTS/ CIRIMS analytical reports and their function. Demonstrate usage and how they are used for management purposes.									
<pre>j. Identify NALTS/CIRIMS user support and/or problem reporting procedures.</pre>									
4. LPT Daily Required Actions									
a. Demonstrate the ability to crosscheck the NAVCRUITDIST daily New Contracts against NALTS records.									
b. Explain the procedures for forwarding LEADS to NAVCRUITSTAS by Telephone, Fax or Internet.									
c. Explain the purpose of the LEADS Per District by Transaction State Report and filters.									
5. LPT Weekly Required Actions									
a. Explain how Recruiter feedback/ dispositions from OPO are handled.									

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b. Explain how the Overdue LEADS Report is used and how it is distributed.							, and		
c. Explain LEAD Production Reports (Summary and Detail) are used and how they are distributed.									
d. Explain how OPO campus visit tracking forms are used.									
6. LPT Monthly Required Actions									
a. Demonstrate the ability to									
cross-check the Officer Selects letters									
against NALTS LEADS Files.									
b. Demonstrate the ability to									
analyze the Newspaper Ad Evaluation									
Report by code, media and newspaper.									
c. Demonstrate the ability to									
analyze the Direct Mail Tracking Report									
by Source Code, Letter Code and Ad Code.									
d. Demonstrate the ability to									
analyze the Monthly Status Summary									
Report and explain how it is used.									
e. Demonstrate the ability to									
analyze the Local LEADS Analysis Report									
and explain how it is used.									
f. Demonstrate the ability to									
conduct a monthly LEADS audit per									
established criteria.									
g. Explain how the Local and National Contract Analysis Reports are used.									
7. Mail List Management									
a. Explain procedures for									
completing a mail out.									
b. Explain Market ID and identify									
percentage of high school and workforce									
names held by LPT.									
c. Demonstrate the ability to									
download a name list to Web RTools.									
d. Demonstrate the ability to									
determine effectiveness of the Direct									
Mail campaign.									
e. Demonstrate ability to import	+								
name list files to Ad Agency using List									
Capture procedures in NALTS.									
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f. Demonstrate the ability to									
target prospects in NALTS.									
g. Demonstrate the ability to									
create a mailing list using List Capture									
procedures in NALTS.									

8. Record of Qualification:

a. Recommended for PQS Qualification	Board. Date:
I,, certs Name/Rate/Qualifier Position) is ready for final qualification by a PQS LEADS Production Team Assistant.	(Name/Rate)
Qualifier's Signature	_
b. Qualification Board:	Date:
We certify the examinee to be fully qualify Production Team Assistant.	fied for the position of LEADS
Board President (Name/Rate/Position)	(Signature)
Board Member (Name/Rate/Position)	(Signature)
Board Member (Name/Rate/Position)	(Signature)
Board Member (Name/Rate/Position)	(Signature)
Board Member (Name/Rate/Position)	(Signature)
c. Reviewed:	
PQS Training Officer, NAVCRUITDIST d. Approved:	(Signature/Date)
Commanding Officer, NAVCRUITDIST	(Signature/Date)

e. Service Record Entry (Page 4)
Chief Administrator, NAVCRUITDIST(Signature/Date)
You are hereby granted an extension. Your new maximum qualification date is (Attach a copy of extension request with justification).
PQS Training Officer
Copy to: Member's Training Record